

# GRS Update Proposal - Administrative rule records (GRS-1692)

## Proposed Updated Schedule (updates in magenta)

### Title

Administrative rule records (GRS-1692)

### Description

Information an agency relies upon when making a rule under the Utah Administrative Rulemaking Act, Title 63G, Chapter 3, including copies of "(a) the proposed rule, change in the proposed rule, and the rule analysis form; (b) the public comment received and recorded by the agency during the public comment period; (c) the agency's response to the public comment; (d) the agency's analysis of the public comment; and (e) the agency's report of its decision making process." (Subsection 63G-3-102(1)). Also may include records and other information used by agencies to support rulemaking decisions.

### Retention and Disposition

Retain permanently. Records may be transferred to the Archives.

## Explanation for Update

This update changes the retention from "six years and then destroy" back to "retain permanently," with the reason that these records are not only useful in determining the administrative context of current rules (which would already necessitate a retention increase), but that they could provide context for the origin and intent of administrative rules in a historically significant sense. Several state agencies, including DHRM and Insurance, already consider these records to be permanent. In a sense, we are therefore suggesting that the retention be updated to reflect how agencies are keeping these records, as far as we are aware. Any other feedback would be valuable to this proposal.

## Current Schedule

### Title

Administrative rule records (GRS-1692)

## Description

Information an agency relies upon when making a rule under the Utah Administrative Rulemaking Act, Title 63G, Chapter 3, including copies of "(a) the proposed rule, change in the proposed rule, and the rule analysis form; (b) the public comment received and recorded by the agency during the public comment period; (c) the agency's response to the public comment; (d) the agency's analysis of the public comment; and (e) the agency's report of its decision making process." (Subsection 63G-3-102(1)) Also may include records and other information used by agencies to support rulemaking decisions.

## Retention and Disposition

Retain for 6 years, and then destroy records.

## Feedback

Denning, Pat  
8:09 AM (1 hour ago)  
to me

Matt,

Thanks for the e-mail. I have no comment on these 3 schedules.

Have a great weekend!

Pat

Steve Gooch  
9:53 AM (0 minutes ago)  
to me

Oh, sure — blame the 1692 update on us! 😊😂 Obviously, we support that change. Thanks Matt!

And thanks again for helping us keep them permanent despite the 6-year retention.

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4/16/2021 9:38:33 Administrative rule records (GRS-1692) No objection to the proposed  
action. Stephanie Argoitia 801-538-9925 [sargoitia@utah.gov](mailto:sargoitia@utah.gov)

Shelle Allinson  
9:58 AM (28 minutes ago)  
to me

Looks good to me. Thanks!

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SHELLE ALLINSON  
Information Disclosure Officer

4/16/2021 9:58:29  
Administrative rule records (GRS-1692)  
I am in favor of not disposing admin rule records. Jean Wojtyla 4352566297  
[jeanwojo@yahoo.com](mailto:jeanwojo@yahoo.com)

Allyson Pierce  
8:23 AM (9 minutes ago)  
to me

Matthew,

Only GRS-1692 applies to our institution, and we are not opposed to the change to this schedule.

Thank you,  
Allyson Pierce

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P: 801-840-1210

F: 801-840-1236

Navigator Pointe Academy

6844 S Navigator Dr.

West Jordan, UT 84084

Bart Miller

10:31 AM (0 minutes ago)

to me

Matt:

I am good with these upgrades as presented.

Thanks,

Bart Stanley Miller, CPA